

SCHOOL NUTRITION PROGRAMS

ADMINISTRATIVE UPDATE

2010-2011



opi.mt.gov

Montana
Office of Public Instruction
Denise Juneau, State Superintendent

**Office of Public Instruction
School Nutrition Programs
Staff Directory**

Telephone Numbers

School Nutrition Programs	General Information	(406) 444-2501
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Sofia Janik	Program Officer/Accountant	(406) 444-2521
Judy Wilson	Food Distribution Coordinator	(406) 444-4415
Kenadine Johnson	Cooperative Bid Coordinator	(406) 444-4412
Brenda Peppers	Program Specialist	(406) 444-4413
Teresa Motlas	Program Specialist	(406) 444-3532
Alison Wolf	Administrative Assistant	(406) 444-2501
Katie Bark	Team Nutrition Education Specialist	(406) 994-5641
Amy Guza	Team Nutrition Trainer	(406) 994-5641
Mary Stein	Team Nutrition Trainer	(406) 994-5640
Molly Stenberg	Team Nutrition Trainer	(406) 994-7217

Fax Numbers

School Nutrition Programs	(406) 444-2955
Team Nutrition	(406) 994-7300

E-Mail Addresses

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Mailing Addresses

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Team Nutrition	Team Nutrition Program Montana State University PO Box 173370 Bozeman, MT 59717-3370

Web Site

<http://www.opi.mt.gov/schoolfood/index.html>

2010-2011 REQUIREMENTS CHECK SHEET

		Date <u>Completed</u>
Update Sponsor and Site Information Sheet(s)	Complete by September 30, 2010 <i>Submit to School Nutrition Programs</i>	_____
Public Release	Date Release Sent to Newspaper	_____
Two Sanitation Inspections	First Inspection Completed	_____
	Second Inspection Completed	_____
1st Afterschool Snack Program Review	Complete by October 31, 2010 <i>Retain in your files</i>	_____
Annual Civil Rights Training	Date Training Completed <i>Retain documentation in your files</i>	_____
	<i>Training at: http://www.opi.mt.gov/pdf/schoolfood/Forms/CR/CRTraining.pdf</i>	
Verification of Free and Reduced-Price Meal Applications	Complete by November 15, 2010 <i>Retain in your files</i>	_____
Summary of Verification	Complete by December 15, 2010 <i>Submit to School Nutrition Programs</i>	_____
On-Site Review of Meal Counting and Claiming Procedures	Complete by February 1, 2011 <i>Retain in your files</i>	_____
2nd Afterschool Snack Program Review (Complete on same form as 1 st review)	Complete by February 1, 2011 <i>Retain in your files</i>	_____

Reminder: Claims for Reimbursement are due on the 10th of each month except months with less than 10 operating days. If a month has less than 10 operating days, combine the month with another (i.e., combine August and September on the September claim and combine May and June on the May claim).

For more information about any of these requirements, go to <http://www.opi.mt.gov/schoolfood/index.html> and look under Forms and Guidelines.

**REQUEST FOR INSPECTION
NOTICE TO COUNTY SANITARIANS**

[Date]

To the **[Your County]** Health Department,

[Name of School Food Authority] would like to notify your office that its sites **[Names of all sites that need to be inspected]** are participating in the U.S. Department of Agriculture's School Nutrition Programs. As a participant in the School Nutrition Programs, these sites are required to have two sanitation inspections each school year, per the Child Nutrition Reauthorization Act of 2004.

[Name of School Food Authority] would like to request the required sanitation inspections at your convenience. Please contact me if you have questions. Thank you for your time and attention to this matter.

[Contact Person]

[Address]

[Telephone]

AFTERSCHOOL SNACK PROGRAM REVIEW

Complete and retain in district files

School Food Authority: _____ Site: _____

Date completed: _____ Check One: ____First review ____Second review

Program Requirements	Yes	No
1. Does the after school program provide students with regularly scheduled activities in an organized, structured, and supervised environment that includes educational or enrichment activities?		
2. Are snacks served only after the end of the students' regular school day?		
3. Does the district administer or sponsor the after school program?		
4. Is documentation of individual student attendance maintained on a daily basis? (total counts for area eligible sites; counts by type - free, reduced-price, and full price for non-area eligible sites)		
5. Is a maximum of one snack per student per day claimed for reimbursement?		
6. Do the snacks that are served meet the minimum meal pattern requirements?		
7. Are daily production records maintained and show that a reimbursable snack is served each day?		
8. Is the snack priced as a unit?		
9. Are snacks served free or at a reduced-price for all students who are determined to be eligible for free or reduced-price snacks at a non-area eligible site?		
10. If charging for snacks, the charge for a reduced-price snack does not exceed 15 cents?		
11. Are snacks provided free to all eligible students at an area-eligible site?		
12. Are snacks served at the correct temperature according to food safety practices?		

Results of Review	Yes	No
1. Is a corrective action plan required?		
2. Is a follow-up review required?		

Suggested Corrective Action (follow-up in 45 days)

Signature: _____ Date: _____

Civil Rights Training Requirement for School Nutrition Programs Staff

The SFAs administering the School Nutrition Programs are required to provide civil rights training for all frontline staff and supervisors who deal directly with School Nutrition Program applicants and participants. Examples include cooks, servers, lunchroom supervisors, clerks and administrators. Districts must train frontline staff at least one time per year and keep documentation (training topics, date of training, name of attendees) on file at the local level.

At a minimum, the training must include: collection and use of data (racial/ethnic data), an effective public notification system, provision for equal access to the programs, requirements for reasonable accommodation of persons with disabilities, requirements for language assistance, conflict resolution, and customer service.

School Nutrition Programs has created a presentation that SFAs may use to meet these requirements. The training can be found at www.opi.mt.gov/schoolfood/index.html (click on Forms and Guidelines and look under Civil Rights). There is also a form in this same location that may be used to document training and a certificate that may be given to attendees.

If you have questions, please contact School Nutrition Programs at (406) 444-2501.

**National School Lunch and Breakfast Programs
On-Site Review of Meal Counting and Claiming Procedures**

School Food Authority (District Name)

School Name (One Per Building)

Attendance Factor _____%	Meal Count Day of Review	Currently Approved
Free		
Reduced-Price		
Paid		

Application/Direct Certification Approval

1. Are free and reduced-price applications on file correctly approved? ☐ Yes ☐ No ☐ N/A
2. Was verification of free and reduced-price applications correctly completed by November 15? ☐ Yes ☐ No ☐ N/A
3. Are changes in eligibility status made within 3 operating days when benefits are increased and 10 operating days when benefits are decreased? ☐ Yes ☐ No ☐ N/A
4. Is direct certification documentation maintained by the school/district? ☐ Yes ☐ No ☐ N/A

Benefit Issuance List

1. Is a benefit issuance list used in the meal system? ☐ Yes ☐ No ☐ N/A
2. Do names listed on the benefit issuance list match approved applications/direct certification letters on file? ☐ Yes ☐ No ☐ N/A
3. Is the benefit issuance list updated as needed? ☐ Yes ☐ No ☐ N/A

Meal Count System

1. Does the meal count system produce an accurate count of reimbursable meals (free, reduced-price or paid) served to eligible children? ☐ Yes ☐ No ☐ N/A
 - a. Is the implemented collection procedure the approved collection procedure? ☐ Yes ☐ No ☐ N/A
 - b. If the meal count is not taken at the end of the foodservice line (point of service), does the school have a system to account for reimbursable meals? ☐ Yes ☐ No ☐ N/A
 - c. Are only meals that meet meal pattern requirements counted and claimed for reimbursement? ☐ Yes ☐ No ☐ N/A
 - d. Does the collection procedure ensure that only one meal per child per day is claimed for reimbursement? ☐ Yes ☐ No ☐ N/A

2. Does the meal count system prevent overt identification? ☐ Yes ☐ No ☐ N/A
 - a. Is the medium of exchange made available to all students at the same location? ☐ Yes ☐ No ☐ N/A
 - b. Are accepted codes used to identify students as free, reduced-price or paid? ☐ Yes ☐ No ☐ N/A
 - c. Does the school have a trained substitute cashier? ☐ Yes ☐ No ☐ N/A
 - d. Is there a backup counting system in case of mechanical failure of the automated system? ☐ Yes ☐ No ☐ N/A

Meal Count Recording and Edit Checks

1. Does the school use proper procedures for counting and recording meals? ☐ Yes ☐ No ☐ N/A
2. The number of free and reduced-price meals claimed do not exceed the number of free and reduced-price eligibles for each day of the review month? ☐ Yes ☐ No ☐ N/A
3. Does the school have proper procedures to manage and safeguard cash for a la carte, adult meals, etc.? ☐ Yes ☐ No ☐ N/A

Results of Review

1. Is a corrective action plan required? ☐ Yes ☐ No ☐ N/A
2. Is a follow-up review required? ☐ Yes ☐ No ☐ N/A

Comments, Notes and Observations During the Review

Suggested Corrective Action (Follow-up in 45 days)

Signature

Date of Review (by February 1)

Maintain at District Office – Do Not Mail to State Agency

National School Lunch and Breakfast Programs On-Site Review of Meal Counting and Claiming Procedures Instructions

National School Lunch Program regulations 7 CFR 210.8(a)(1) require that the School Food Authority (SFA) conduct an on-site review in each building annually before February 1.

Food Service Management Company (FSMC) personnel may not complete the annual on-site reviews. Only employees of the SFA may perform this function.

The SFA must review all free, reduced-price and denied applications to assure that they have been accurately approved and that students are receiving the correct benefits to which they are entitled. Refer to the *Eligibility Guidance for School Meals Manual* at the following Web site: <http://www.fns.usda.gov/cnd/guidance/default.htm>.

The monthly claim for reimbursement must be supported by an approved counting system that provides an accurate count at the point of service of free, reduced-price and paid meals in each building.

A point-of-service meal count is defined as a system of counting meals at that point in the food service operation where it can be accurately determined that a reimbursable free, reduced-price or paid meal has been served to an eligible student.

Adult meals, a la carte items and second student meals are not reimbursable and should be accounted for separately.

The **only** approved alternatives to the point of service meal count include:

- Schools taking a meal count at the beginning of the meal service line, provided a staff person at the end of the meal line check to ensure the student has a reimbursable meal; and
- Schools approved by the State Agency to use Special Provision 2 simplified counting procedures. These schools must complete a review form specifically for schools using special provisions during non-base years. During the non-base years, Provision 2 schools only count the total number of reimbursable meals at the point of service. Meal counts by eligibility category are not required.

If any of the questions are answered “No,” a corrective action plan is required. Follow-up of corrective action must take place within 45 days of the review.